



Tampa Bay Paralegal Association, Inc.

2024 Monthly CLE Event

Sponsorship Commitment Form

Monthly CLE Event Sponsorship Fee - \$175.00 (per Sponsor). Limited to 2 non-competing Sponsors per month

Preferred Month* _____ Second Choice Month _____ Third Choice Month _____

**TBPA will attempt to accommodate your preferred month; however, cannot guarantee as each month is assigned in the order received. EMAIL your completed form to monthlycle@tbpa.org to assure prompt attention! Sponsorship is not secured until Commitment Form AND payment are received, with confirmation response.*

Allocation of Sponsorship Fees: Sponsorship Fees of \$175 will cover attendance for one company representative to attend the CLE Event, whether in-person luncheon or via virtual webinar. The remainder of the Sponsorship Fees are allocated toward expenditures associated with holding the CLE Events, Certification, Professional Development and Educational Scholarships, and other Board approved expenses.

Name of Representative Attending Monthly CLE Event:**: _____

***We will register the representative for the Monthly CLE Event (either luncheon/virtual webinar) so that you receive an email of your registration. Please be sure to add this event to your calendar after you have received the registration confirmation. You will receive a reminder the day before the event.*

Luncheon Meal preference (if in-person event): ___ Regular / ___ Vegetarian

****Please note any dietary restriction: ___ Salt Free / ___ Gluten Free / ___ No Dairy*

Benefits: Each sponsor: (a) for in-person luncheons, will receive verbal recognition at the beginning of the luncheon and will have up to 3 minutes at the end of the luncheon to introduce your company; (b) awarding of your door prize; (c) may provide marketing materials to distribute at luncheon; (d) will receive listing of registrants after the event; and (e) will receive recognition in a minimum of 4 Event emails, on TBPA's Website, and on social media promoting the upcoming Event.

Note: Door Prizes are provided by Sponsors with a value of \$25 please (such as a gift card, gift basket, or other door prize at your discretion). If you are not able to attend the event, you may provide the Door Prize to the TBPA President or Luncheon Coordinator so your company information with door prize will be presented at the event in your absence.

Payment: After we have received your completed Sponsorship Form and assigned a monthly luncheon to your company, TBPA will email an invoice to you for your Monthly CLE Event sponsorship and you may pay the invoice (within 10 days of the date of the invoice, unless otherwise agreed by TBPA) either online through our online secured credit card processing at www.tbpa.org or you may mail a check and this original signed Commitment Form to: Tampa Bay Paralegal Association, Inc., P.O. Box 2840, Tampa, FL 33601.

Regardless of your form of payment, please email a copy of this signed form to monthlycle@tbpa.org.

Monthly CLE Event Sponsor Information & Agreement:

Company

Individual Contact Name

Phone Number

Email

Date

Signature

ALL SPONSORSHIP FEES ARE NON-REFUNDABLE AND NON-TRANSFERRABLE!